# **Census Human-Centered Design (HCD) Certificate Program Application**

All application materials must be sent in one email to[**census.HCDtraining@census.gov**](mailto:census.HCDtraining@census.gov)by 11:59pm ET Wednesday **September 18, 2019**. Your email submission should include 3 attachments: 1) this word document completed with your answers, 2) manager approval, 3) a nomination letter.

## Part 1: About You

|  |  |
| --- | --- |
| Full Name |  |
| Email |  |
| Directorate/division/branch |  |
| GS Level |  |
| Supervisory status? **(Yes/No)** |  |
| HQ employee? **(Yes/No)** |  |
| Are you applying with 1-2 teammates from your office/directorate? **(Yes/No)** | *If yes, please list their names/email addresses.* |
| On a scale of 1-10, how familiar are you with Human Centered Design **(1= not at all familiar, 10=expert)** |  |

This training is a new and exclusive opportunity, and we’re looking for participants who are eager and able to commit their time to all required components. *This includes: Attending all 3 days of training Oct 16-18, including local site visits, attending at least 2/3 coaching calls, and completing a small group human-centered design project during the 8 week program (estimated 3-4 hours per week).*

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| If you are admitted into this program, do you commit to these requirements? **(Yes/No)** |  |

## Part 2: Short Answer

In 3-4 sentences each, please respond to the following questions:

1. Tell us a little about your work and your role at the Census Bureau.
2. Why do you want to participate in this training, and what do you hope to gain from it?
3. Give an example of a time when you challenged the status quo at work, and either brainstormed or attempted to make an improvement?
4. During this course, you’ll work on a project that explores the following question: *How might we re-imagine the employee experience to support innovation at the Census Bureau?* What area(s) of the employee experience at the Census Bureau are you interested in improving?

## Part 3: Attachments

1. **Please attach an approval email from your immediate supervisor**, indicating that you meet the qualifications for this training, and that if accepted, they approve your participation in all required elements of this training.
2. **Please attach a <1 page nomination email** or letter from your manager, anyone in your supervisory chain, your division chief, associate director, or other Census Bureau senior official, describing why you are well-suited for this training and how you have demonstrated the desired qualities, including eagerness to learn new strategies, ability to work differently, flexibility, creativity and leadership potential to become a human-centered design innovator at the Census Bureau.